



## City of Minneapolis

### CAREER OPPORTUNITIES BULLETIN

WEEK of September 22, 2014

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

**Job Title : ENGINEERING TECHNICIAN I Exam: 21543**

**Salary:** \$ 17.63 - 24.88 **Position Information:** Assist in Civil Engineering work by performing office calculations, manual and computer aided civil engineering design, survey work and other technical work. **Qualifications:** **Education:** Eighteen (18) Months of post high school education in Civil Engineering Technology or equivalent **\*\* It is highly preferred that a copy of your transcripts be included with your application materials- OR Experience:** At least eighteen (18) months of paid experience in the Civil Engineering Technology or another similar technical field performing job duties similar/comparable to those described in the job duty information above; - **OR –Equivalency:**A combination of education and experience, as described in the education/experience requirements noted above, may be considered **LICENSE / CERTIFICATIONS:** Possess, and continue to maintain, a valid Driver's License**\*\* Driver's license information will only be checked for those persons invited to the job interview process. Applications accepted, through: Monday, Sept. 1st, 2014 through Friday, Sept. 26th , 2014**

**EMERGENCY MANAGEMENT TRAINING MANAGER - #21560 - ANNUAL SALARY: \$65,798.00 up to \$89,548.00** The City of Minneapolis is seeking qualified applicants for an Emergency Management Training Manager. The position will be responsible for implementing for the City a multi-year integrated preparedness development training plan, based on the Training Needs Assistance Project of the National Domestic Preparedness Consortium or any subsequent training plan developed for enterprise emergency management training, coordination of workforce information management related to emergency preparedness, and assisting in Emergency Operations Center operations. **Minimum Qualifications:** **Education:** Bachelor's degree in Emergency Management, Public Safety, Business or Public Administration or other relevant field. **Experience:** Five years of successful and progressively responsible related work experience, which includes training management experience, preferably with a public agency. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applications accepted through Wednesday, September 24, 2014.

**EMERGENCY MANAGEMENT OPERATIONS ADMINISTRATOR - #21559 - ANNUAL SALARY: \$63,474.00 up to \$86,777.00** The Office of Emergency Management for the City of Minneapolis is seeking qualified applicants for an Emergency Management Operations Administrator. The position will Lead all city-wide preparation for and execution of emergency management operations and/or continuity of operations activities, including planned events, and coordinate the implementation of emergency operations and continuity of operations plans. **Minimum Qualifications:** **Education:** Bachelor's degree in Emergency Management, Public Safety, Business or Public Administration or other relevant field. **Experience:** Five years of experience performing similar duties in a public administration setting. **Equivalency:** An equivalent combination of related education/experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applicants failing to follow the application process outlined will not be considered. Applications accepted through Wednesday, September 24, 2014.

**ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

**Family Support Specialist II (Employment and Training) – Exam 21558 Annual Salary: \$49,257 up to \$68,169**

The Family Support Specialist II will be Responsible for researching employment and training issues, planning and evaluation of youth programs, selected grant and contract development, budget and financial management, and advocacy regarding employment and training related issues in appropriate forums. **Qualifications: Education-**Bachelor's Degree in Psychology, Education or a related field. **Experience-**Two years of relevant experience. **Equivalency-** An equivalent combination of education and experience may be considered. **Licenses/Certificates-**Valid Driver's License. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, October 3, 2014.**

**Real Estate Assistant Exam #21561 Hourly Salary: \$20.90 up to \$29.64**

The Community Planning and Economic Development Department for the City of Minneapolis is seeking a Real Estate Assistant to Administer and maintain the City's automated property inventory in its Management Information Network System (MINS) computer database, assist in the processing of real estate transactions for the Community Planning and Economic Development Department (CPED) and provide administrative support. **Minimum Qualifications: Experience** - Two years of experience working in a real estate position involving purchasing, developing, packaging, and/or refinancing real estate. **Education** - Associate Degree in Business or Public Administration, Finance, Real Estate or related field or equivalent, advanced course work preferred. **Equivalency** - An equivalent combination of education and experience may be considered. For a complete job announcement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through Wednesday, October 1, 2014**

**Senior Public Health Specialist (Healthy Start Coordinator) - Exam #21562 – Salary Annually: \$56,024 - \$77,387**

This position provides programmatic coordination for the federally funded Healthy Start project and is responsible for oversight of a large federal grant that involves managing a collaborative process. The goal of this project is to reduce the disproportionately high rates of infant mortality among the African American populations and is responsible for: planning, implementing, and monitoring the core services and core systems components of the project in coordination with the Community Action Network; and, developing and overseeing the project budget, and reports related to the project. In addition, coordinates work with other department policy and assurance activities related to the reduction of infant mortality, positive birth outcomes, and a healthy first two years of life for children. **This is a grant funded position that will remain in place until the grant funds terminate. The current project period runs through May 2019.** **Qualifications: Education:** A Bachelor's Degree in Public Health, Public Administration, Nursing, or equivalent degree in closely related fields and three years of relevant experience; A Master's degree in public health with a minimum of two years of relevant experience is highly desirable. **Experience:** Three years of experience in Public Health working with low income and diverse cultural groups on maternal and child health issues. Must have experience in implementing major public health initiatives. **Equivalency:** An equivalent combination of related education and experience may be considered. **License:** Must have a valid driver's license and access to transportation. **Travel/Work Schedule:** Must be available for out of state travel 2 to 4 times a year as required by the funding agency. Must be able to maintain a flexible schedule for evening meetings and weekend events as required to meet program objectives. Applicants are required to follow the application process outlined in the full job announcement. **Applications accepted through October 10, 2014.**

# CITY EMPLOYEES ONLY

## **Senior Health Inspector - Exam #21557 – Salary Hourly: \$26.48 - \$36.44**

**\*This position is restricted to current City employees.** There are (2) full-time, non-exempt vacancies to be filled in the Health Department. **Position Information:** A Senior Health Inspector acts as the lead and technical expert, monitoring the activities of the Health Inspectors, including file reviews, consistent report writing, and enforcement, and takes responsibility for standardizing Health Inspectors in the field to ensure consistency with the Minnesota Food Code, as required by the City's Delegation Agreements with the Minnesota Departments of Health and Agriculture. **Qualifications: Applicants must be current city employees.** **Education:** Bachelor's Degree with a minimum of 30 semester or 45 quarter credits in the physical and/or biological sciences. Master's degree in public health, environmental health, or physical/biological science areas with four years of full-time experience as a professional in the environmental health field is desirable. **Experience:** Five years of experience as a professional in the environmental health field. Advanced education can substitute for one year of experience. **Licenses/Certifications:** Minnesota registration as an Environmental Health Specialist/Sanitarian, Pool Operator Certification, Valid Driver's License (continued employment is contingent upon this requirement), certificate as Standardized Health Safety Officer, or must be certified within 12 months of promotion. **Equivalency:** An equivalent combination of related education/experience may be considered. Applicants are required to follow the application process outlined in the full job announcement. **Applications accepted through September 29, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.